Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

27 November 2018 [shall come into force from 1 December 2018].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 489

Adopted 26 July 2016

**Internal Rules of Procedure of the Accommodation Centre for Asylum Seekers**

*Issued pursuant to*

*Section 9, Paragraph two of the Asylum Law*

**I. General Provisions**

1. The Regulation prescribes the Internal Rules of Procedure of the accommodation centre for asylum seekers (hereinafter – the accommodation centre) of the Office of Citizenship and Migration Affairs (hereinafter – the Office).

2. Persons and organisations involved in providing social support and assistance to the asylum seekers who reside in the accommodation centre shall coordinate their arrival to and residence in the accommodation centre or its territory with the head of the accommodation centre or his or her authorised employee.

3. Media representatives shall coordinate their planned activities on the premises of the accommodation centre or in its territory with an employee authorised by the head of the Office at least one working day prior to the expected event.

**II. Placement of an Asylum Seeker**

4. Upon arrival at the accommodation centre an asylum seeker shall present a valid personal document of an asylum seeker.

5. Upon accepting an asylum seeker, an employee of the accommodation centre shall make an entry in the registration journal of asylum seekers (Annex 1).

5.1 In order to ensure public order, safety in the accommodation centre and to control access of asylum seekers to such centre, the employee of the accommodation centre shall, after accepting the asylum seeker, include the given name, surname, date of birth, fingerprints, digital picture of the face of the asylum seeker and the number of the document of the asylum seeker in the video surveillance and access control system of the accommodation centre. Fingerprints shall be taken only from an asylum seeker who is at least 12 years old.

[*27 November 2018*]

5.2The data on the asylum seeker included in the video surveillance and access control system of the accommodation centre shall be stored for as long as the asylum seeker stays at the accommodation centre.

[*27 November 2018*]

6. An employee of the accommodation centre shall evaluate whether an asylum seeker is a person to be especially protected and has special reception needs within the meaning of the Asylum Law.

7. If an asylum seeker has special reception needs, an employee of the accommodation centre shall perform the necessary measures in order to take these needs into account during the asylum procedure.

8. The accommodation centre shall ensure the initial health examination of an asylum seeker if he or she has not undergone it before.

9. An asylum seeker shall live in the room appointed to him or her in the accommodation centre (hereinafter – the room).

10. Upon placing asylum seekers, the reception needs of persons to be especially protected shall be provided as much as possible, also ensuring:

10.1. that members of one family live together;

10.2. that an unaccompanied minor lives together with an adult relative if he or she has arrived in the Republic of Latvia together with him or her;

10.3. the needs of persons with functional limitations;

10.4. respect for religious, gender and age-specific considerations, as well as measures for preventing violence including gender or religious-based violence, also sexual assault and harassment.

11. An asylum seeker shall be allowed to change the arrangement of things belonging to the accommodation centre in the rooms appointed to him or her or in the collective facilities only with the permission of an employee of the accommodation centre.

12. An employee of the accommodation centre has the right to enter the room of an asylum seeker without the presence of the respective asylum seeker, if the property of the accommodation centre is at risk or if a rule specified in this Regulation has been violated.

13. Arriving for the first time at the accommodation centre, an asylum seeker shall receive the following items for individual use from an employee of the accommodation centre:

13.1. a key for the appointed room and a magnetic assess card if such is necessary;

13.2. a bedding set (sheet, blanket cover, blanket, pillowcase and pillow, hand towel and bath towel);

13.3. a set of tableware (cup, plate, glass, teaspoon, tablespoon, fork and knife);

13.4. objects necessary for ensuring special needs.

[*27 November 2018*]

14. An asylum seeker shall sign the relevant registration journal (Annex 2) regarding receipt of the accommodation centre equipment for personal use.

15. The accommodation centre shall not be responsible for the material values in the personal use and ownership of an asylum seeker.

16. When residing in the accommodation centre, an asylum seeker is prohibited from:

16.1. keeping animals;

16.2. producing, bringing in, storing, distributing, trading in and using alcohol, narcotic and psychotropic substances, weapons, explosives, highly inflammable, toxic and radioactive substances or objects in the territory of the accommodation centre;

16.3. smoking in places not designated for this purpose;

16.4. intentionally harming one’s own or other persons’ health in the accommodation centre.

**III. Location of an Asylum Seeker Outside the Accommodation Centre**

17. If an asylum seeker wishes to leave the accommodation centre for a period longer than 24 hours, he or she shall inform an employee of the accommodation centre.

18. An employee of the accommodation centre shall make an entry in the registration journal (Annex 3) about the right of an asylum seeker to stay outside the accommodation centre.

19. A security employee has the right to search an asylum seeker upon his or her arrival or return to the accommodation centre in order to prevent the bringing of the items and substances referred to in Sub-paragraph 16.2 of this Regulation on the premises of the accommodation centre.

**IV. Rights and Obligations of an Asylum Seeker**

20. In order to inform an asylum seeker about his or her rights and obligations, an employee of the accommodation centre, upon arrival of the asylum seeker for the first time in the accommodation centre, shall introduce him or her (in a language he or she understands or in a language that is reasonably considered understandable to him or her taking into account his or her functional impairments) with the following items in return for a signature:

20.1. information on the benefits granted to him or her as well as the obligations that he or she is required to fulfil according to the reception conditions;

20.2. the internal rules of procedure of the accommodation centre;

20.3. fire safety and electric safety rules while residing at the accommodation centre.

21. An asylum seeker has the right to communicate with relatives, providers of legal aid, as well as representatives of associations and foundations, using his or her own funds.

22. An asylum seeker may use the equipment of the accommodation centre for recreation and education at the time and according to the procedures specified by an employee of the accommodation centre.

23. An asylum seeker has the right to participate in the activities organised by the accommodation centre and held in its territory to help maintain, renew or acquire work and social skills. A minor has the right to engage in leisure activities, games and recreational activities appropriate for his or her age as well as in other outdoor activities.

24. In order to receive the necessary medical assistance in the amount and in accordance with the procedures laid down in laws and regulations, an asylum seeker shall address an employee of the accommodation centre.

25. It is the obligation of an asylum seeker to:

25.1. observe the requirements of the laws and regulations, and also to fulfil the lawful requests of employees of the accommodation centre and security employees;

25.2. observe silence from 11 p.m. to 7 a.m.;

25.3. turn off the light and electrical appliances when leaving the room or the collective facilities;

25.4. regularly clean his or her room and wash the bedding placed at his or her disposal;

25.5. clean the kitchen after food processing and the laundry room after the use thereof;

25.6. take care of tidiness in the collective facilities;

25.7. participate in cleaning the accommodation centre and its surroundings;

25.8. participate in the socio-economic inclusion events and the official language courses organised at the accommodation centre. The institutions and organisations involved in organising these activities shall coordinate their work;

25.9. behave in a tolerant and non-discriminatory way in dealing with the employees and residents of the accommodation centre, respect views of other persons, as well as understand and master the principles of behaviour and ethics;

25.10. take care of safety of their children and the minors referred to in Sub-paragraph 10.2 of this Regulation and ensure continuous supervision of these persons;

25.11. observe the fire safety and electrical safety rules of the accommodation centre;

25.12. coordinate the arrival of visitors with the employees of the accommodation centre in due time;

25.13. inform an employee of the accommodation centre regarding all incidents which may cause harm to the accommodation centre, or activities which are aimed towards the employees or residents of the accommodation centre;

25.14. leave the room appointed to him or her tidy and free of his or her personal belongings when terminating residence in the accommodation centre;

25.15. upon terminating residence in the accommodation centre, hand over to an employee of the accommodation centre all the items at disposal of the asylum seeker referred to in Paragraph 13 of this Regulation.

[*27 November 2018*]

**V. Visitors**

26. Visitors may stay in the premises for visitors of the accommodation centre located in the security lobby from 9 a.m. to 9 p.m.

[*27 November 2018*]

27. An asylum seeker shall receive the visitor. The asylum seeker shall inform the visitor regarding the visit conditions at the accommodation centre and undertake full responsibility for the behaviour of the visitor at the accommodation centre and the territory thereof.

28. Upon arrival at the accommodation centre, a visitor, upon request of an employee of the accommodation centre, shall present a personal identification document.

29. An employee of the accommodation centre shall record the data of visitor’s personal identification document in the registration journal (Annex 4).

**VI. Liability for Violations**

30. An asylum seeker shall compensate losses which have been caused to the accommodation centre, its employees or residents due to the fault of the asylum seeker, his or her child, the minors referred to in Sub-paragraph 10.2 of this Regulation or a visitor of the asylum seeker.

31. If an asylum seeker who is 18 years old has violated the requirements of this Regulation, the head of the accommodation centre has the right to:

31.1. move the asylum seeker to rooms of reduced level of comfort;

31.2. prohibit to use accommodation centre equipment in the collective facilities.

[*27 November 2018*]

**VII. Closing Provision**

32. Cabinet Regulation No. 173 of 23 February 2010, Internal Rules of Procedure of an Accommodation Centre for Asylum Seekers (*Latvijas Vēstnesis*, 2010, No. 33), is repealed.

**Informative Reference to European Union Directive**

The Regulation contains legal norms arising from Directive 2013/33/EU of the European Parliament and of the Council of 26 June 2013 laying down standards for the reception of applicants for international protection.

Acting for the Prime Minister – Minister for Finance Dana Reizniece-Ozola

Minister for the Interior Rihards Kozlovskis

**Annex 1**

Cabinet Regulation No. 489

26 July 2016

**Sample of the Registration Journal of Asylum Seekers**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Time and date of arrival of the asylum seeker | Given name, surname, telephone number, e-mail of the asylum seeker | Date of birth and nationality of the asylum seeker | Personal document number of the asylum seeker | Gender of the asylum seeker | Room number of the asylum seeker | Signature of the authorised employee |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Minister for the Interior Rihards Kozlovskis

**Annex 2**

Cabinet Regulation No. 489

26 July 2016

**Sample of the Registration Journal of Equipment Issued to Asylum Seekers for Personal Use**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Date of issuance of equipment | Given name, surname of the asylum seeker | Room number of the asylum seeker | Number of the card for the access control system | Name of the equipment issued for personal use | Signature of the authorised employee | Signature of the asylum seeker |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

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**Annex 3**

Cabinet Regulation No. 489

26 July 2016

**Sample of the Registration Journal of Asylum Seekers Staying Outside the Accommodation Centre**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Given name, surname of the asylum seeker | Personal document number of the asylum seeker | Permitted to stay outside the accommodation centre for asylum seekers | | Signature of the authorised employee | Signature of the asylum seeker |
| date, time from | date, time until |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

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**Annex 4**

Cabinet Regulation No. 489

26 July 2016

**Sample of the Visitors’ Registration Journal**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Asylum seeker (given name, surname) receiving a visitor | Given name, surname of the visitor, type and number of personal identification document thereof | Date and time of arrival of the visitor | Signature of the authorised employee |
| 1 | 2 | 3 | 4 | 5 |

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